

AGENDA

HIT GRANT MEETING

DATE: JANUARY 8, 2014
TIME: 9:00 AM – 10:00 AM
LOCATION: CONFERENCE CALL: 1-877-455-0244; PASSCODE: 2072786573
CHAIRS: DAWN GALLAGHER, LORIE SMITH
MEMBERS: BOUCHARD, JAMES; BRADSHAW, JAY; CHUBBUCK, PATRICIA; DAVE
LAWLOR; HARVEY-MCPHERSON, LISA; HOLLY HARMON ;JAMES
SANBORN; JIM ROGERS ; KATIE SENDZE; KIM MOHAN; LARRY STERRS;
LEET, THOMAS ; MARGARET GRADIE; MARKLE, PENELOPE S. ;
MCWILLIAMS, LEE F ;MURPHY-DEAN, JAMES; NANANDA COL;
PRESTON, EVELYN; RALPH JOHNSON; RICHARD ERB; RONALD DEPREZ;
SHACKLEY, JULIE; SHAUN ALFREDS; SUSAN CORBETT; VRANA-
BOSSART, MARTHA; PRISCILLA WEST

MEETING OBJECTIVE: FOCUS HCF GRANT/PROJECT

Agenda

- A. Attendance
- B. December 11, 2013 – **minutes'** review/approval
- C. **HCF Project Timeline** (3 Phased Approach, High-Level)
- D. **Consortium Org. Chart / Consortium Name**
 - a. Project Roles
- E. Discussion - Onboarding Process / for Phase I
 - i. Letter of **Agency (LOA)**
 - Requirement for Consortium to work on behalf of HCPs
 - HCPs to convert template to their **official letterhead**
 - If multiple HCP sites, the privileged signing individual (officer, director or employee) may list all HCP site names with their physical addresses, site contact name and phone number on one LOA form and return
 - sign/date LOA and return deadline: **January 30, 2014**
 - LOA instructions and template attached
 - ii. **Written Agreement**
 - Written Agreement between Consortium and each HCP's privileged signing individual (officer, director, employee) for site(s), sign/date and return
 - 35 % flat rate of undiscounted expenses to be paid by HCP(s)
 - Written Agreement attached
 - Deadline: **January 30, 2014**
 - iii. USAC **F460 Eligibility and Registration Form**
 - HCPs' Deadline: **January 30, 2014**
- F. Resource: Lorie.Smith@maine.gov phone: 207-762-1316
- G. Next HIT Grant Meeting - January 22, 2014 at 9:00-10:00 a.m.